Duty Statement

Little Saints

Pedagogical Lead

Little Saints, in partnership with All Saints' College, its families, community and the Anglican Church, believes that our youngest children are capable and unique. We create an environment that allows our children to grow and develop amongst caring and responsive relationships allowing them to grow in confidence, capability and with respect to their individual journey.

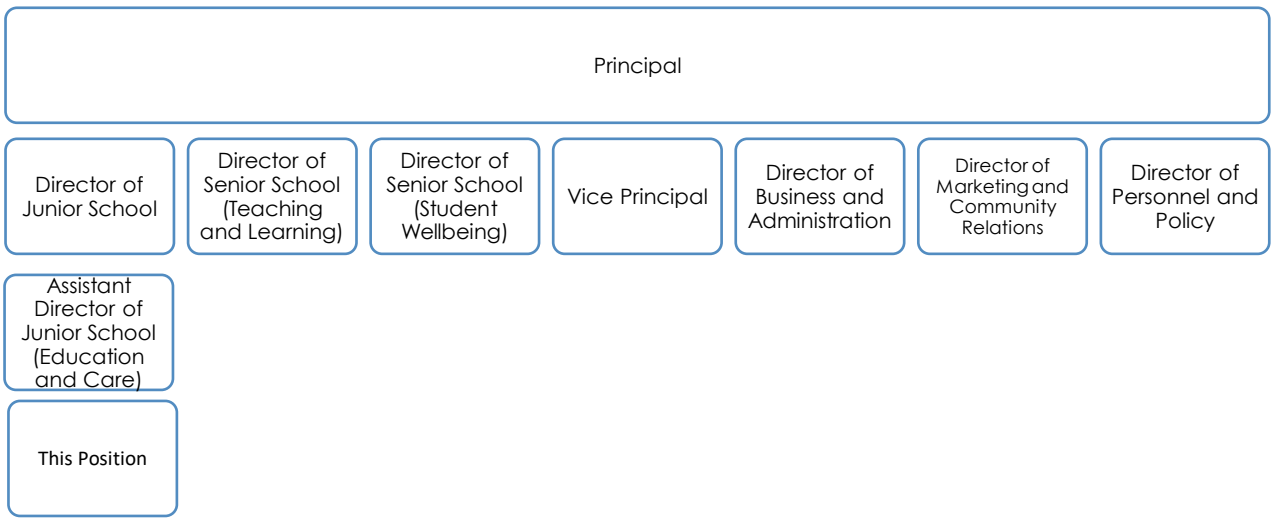
POSITION PURPOSE

What would I want, what would I do, if this were my child?

At Little Saints we recognise that relationships sit at the heart of all that we do. Our approach is respectful of families as the first and most influential teacher of our children and we value these important partnerships. We seek to provide a secure and safe environment where little moments are valued connecting learning and growth through the power of play and connection. Our focus is on the holistic development of each child, recognising that whilst milestones will be consistent each individual learning journey will be unique.

Our Pedagogical Lead is an essential part of our team who work in collaboration with the Assistant Director of Junior School (Education and Care) and Little Saints' Coordinator to provide high quality education and care for our children. A member of the Little Saints Leadership team, they are responsible for supporting the on-going development of our educators and take a lead role in the day-to-day learning and development of all children in their care. The Pedagogical Lead is responsible to the Assistant Director of Junior School (Education and Care) for providing pedagogical leadership in the Little Saints' and for supporting teaching staff in developing their pedagogical thinking and practice. As part of this, the Pedagogical Lead drives pedagogical collaboration, fostering a culture of collegiality, and a commitment to continuous professional reflection and improvement of practice.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

Recognising that relationships are at the heart of all we do, all Little Saints staff are committed to a philosophy of responsive and caring connection, delivering a high quality of care in an engaging environment that promotes the learning and development of the whole child.

Our Pedagogical Lead will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Leadership

(a) Ensure and maintain compliance with the Education and Care National Quality Framework (NQF) in all its elements, particularly the National Quality Standards.

(b) Professional and effective leadership to the staff of the Childcare through the co-development of the Quality Improvement Plan (QIP).

(c) Develop a good working rapport with all staff members and demonstrate high quality teaching practice and appropriate classroom management strategies necessary to provide a high challenge / high support learning environment.

(d) Support the ADJSE&C to form strong communication links and rapport between Little Saints families and the College.

(e) Liaising with the ADJSEC, Little Saints Coordinator and support agencies for children who have additional or alternative needs.

(f) Provide professional leadership and management of staff demonstrating high quality early childhood pedagogy and appropriate strategies necessary to provide a positive and effective environment.

(g) Liaise with the ADJSE&C concerning the philosophy, management and operation of programmes, enrolment, license, and budgetary and quality and regulatory requirements.

(h) Commitment to continual improvement modelling a growth mindset with a disposition for life-long learning.

(i) Enhance and promote Little Saints within the College and the broader community.

(j) Be innovative and creative in thought, and support staff in remaining abreast of current educational research, particularly in the area of pedagogy.

(k) Collaborate with the ADJSE&C and the Little Saints Coordinator to ensure seamless transition from Little Saints to Early Learning at ASC

(l) Ensure the implementation of the Approved Learning Framework to the highest standards.

(m) Support the service by assuming the role of the person in day-to-day charge on a regular basis for part of a day, and in the absence of the Little Saints Coordinator or Assistant Director of Junior School (Education and Care).

Wellbeing and Learning

(n) Provide support and guidance to staff on specific matters relating to pedagogy, child development and wellbeing.

(o) Support the Lead Educator(s) in planning and preparing for the non-term time program for the Three-Year-Old Kindergarten

(a) Coordinate, support and manage the programming cycle across Little Saints using a coaching model to support the growth of lead educators and educators.

(b) Support educators with the implementation of the Primary Carer model to demonstrate a high level of care and concern for all children in Little Saints programs that focusses on the whole child.

(c) Accountable for reporting to the ADJSE&C Pastoral care concerns relating to staff, children and the wider Little Saints community.

(d) Ensure the ADJSE&C is aware of specific concerns regarding children and families as appropriate.

(e) Maintain an up-to-date awareness of child protection policy and other legal requirements relating to the care and welfare of children.

(f) Maintain and enhance the quality of the Little Saints experience for children and families remaining abreast of latest research and thorough understanding of Early Years Learning Framework (EYLF).

(g) Under the direction of the ADJSE&C facilitate a regular process of review which focusses on continuous improvement and innovation utilising QIP and School Improvement Plan (SIP) strategies.

(h) With the ADJSE&C and Little Saints Coordinator, monitor the wellbeing and progress of the children and assist with strategies that promote development including connection with external agencies.

(i) Coordinate with specialists and external providers to ensure effective programming and child-centred educational experience optimising positive development for children.

(j) Complete Risk Management documents for all incursions and excursions for the non-term time program for the Three-Year-Old Kindergarten.

Administration

(a) Identify and help coordinate an engaging and relevant professional learning program for teaching staff that ensures excellence in pedagogical understanding and practice.

(b) In consultation with the Assistant Director of Junior School (Education and Care) and Coordinators, support and monitor pedagogical practices, ensuring the maintenance of excellence and rigour at all levels.

(c) Support the AD with staff recruitment, orientation, probation assessment, performance management and professional development.

(d) Support Little Saints Coordinator and AD to facilitate Little Saints staff meetings specifically in relation to the pedagogical elements of Little Saints.

Contact Time

(a) The Pedagogical Lead will have a timetabled contact load of 0.5 with the contact time designed to best support the needs of the service.

Staff Expectations

(a) Serve as a good ambassador of Little Saints. This includes conducting oneself in accordance with the professional standards of Little Saints and All Saints' College.

(b) Take an active part in the general life of Little Saints — supporting policies, procedures, aims and objectives to facilitate the day-to-day operation and promote a high quality of education and care within our service.

(c) Attend staff meetings as required and, on occasions, extraordinary meetings. Staff meetings will occur outside of operating hours.

(d) Ensure all children and parents are provided with quality service in a timely, efficient and friendly manner.

(e) Maintain professional confidentiality concerning information about staff and/or children.

(f) Strive to implement productivity, quality, and service improvements on a continual basis.

(g) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.

(h) Demonstrate a growth mindset, modelling the disposition of a lifelong learner and an ongoing commitment to your own professional growth.

(i) Comply with Workplace Health and Safety requirements in the workplace.

(j) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.

(k) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of Little Saints.

(l) On occasions, you may be directed to undertake other duties as required.

*ERIC: our College values of empathy, respect, integrity and courage.

The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.

November 2026